

## **Attachment 2**

### **Wage Rate Determination**

**DTFASO-10-R-00142**

Janitorial Service Contract

for

The Saint Croix Air Traffic Control Tower  
Saint Croix, US Virgin Islands

WD 05-2553 (Rev.-9) was first posted on www.wdol.gov on 06/22/2010

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REGISTER OF WAGE DETERMINATIONS UNDER	U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT	EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor	WAGE AND HOUR DIVISION
	WASHINGTON D.C. 20210

Shirley F. Ebbesen	Division of	Wage Determination No.: 2005-2553
Director	Wage Determinations	Revision No.: 9
		Date Of Revision: 06/15/2010

State: Virgin Islands  
Area: Virgin Islands Statewide

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.98
01012 - Accounting Clerk II		13.46
01013 - Accounting Clerk III		15.08
01020 - Administrative Assistant		16.97
01040 - Court Reporter		15.46
01051 - Data Entry Operator I		10.70
01052 - Data Entry Operator II		11.66
01060 - Dispatcher, Motor Vehicle		14.10
01070 - Document Preparation Clerk		12.28
01090 - Duplicating Machine Operator		12.28
01111 - General Clerk I		10.87
01112 - General Clerk II		11.86
01113 - General Clerk III		13.31
01120 - Housing Referral Assistant		17.25
01141 - Messenger Courier		10.52
01191 - Order Clerk I		11.32
01192 - Order Clerk II		12.28
01261 - Personnel Assistant (Employment) I		14.17
01262 - Personnel Assistant (Employment) II		15.92
01263 - Personnel Assistant (Employment) III		17.83
01270 - Production Control Clerk		18.52
01280 - Receptionist		11.30
01290 - Rental Clerk		9.80
01300 - Scheduler, Maintenance		13.80
01311 - Secretary I		13.80
01312 - Secretary II		15.46
01313 - Secretary III		17.25
01320 - Service Order Dispatcher		13.01
01410 - Supply Technician		16.97
01420 - Survey Worker		14.83
01531 - Travel Clerk I		11.37
01532 - Travel Clerk II		12.51
01533 - Travel Clerk III		13.79
01611 - Word Processor I		10.45
01612 - Word Processor II		11.70
01613 - Word Processor III		13.17
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		14.80
05010 - Automotive Electrician		13.41
05040 - Automotive Glass Installer		12.55
05070 - Automotive Worker		12.55
05110 - Mobile Equipment Servicer		10.56
05130 - Motor Equipment Metal Mechanic		13.73
05160 - Motor Equipment Metal Worker		11.84

05190 - Motor Vehicle Mechanic	15.79
05220 - Motor Vehicle Mechanic Helper	10.69
05250 - Motor Vehicle Upholstery Worker	11.95
05280 - Motor Vehicle Wrecker	12.55
05310 - Painter, Automotive	13.14
05340 - Radiator Repair Specialist	12.55
05370 - Tire Repairer	8.13
05400 - Transmission Repair Specialist	13.73
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.74
07041 - Cook I	10.65
07042 - Cook II	11.82
07070 - Dishwasher	8.61
07130 - Food Service Worker	8.68
07210 - Meat Cutter	12.79
07260 - Waiter/Waitress	7.86
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	13.43
09040 - Furniture Handler	8.90
09080 - Furniture Refinisher	12.21
09090 - Furniture Refinisher Helper	10.00
09110 - Furniture Repairer, Minor	11.10
09130 - Upholsterer	13.43
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.90
11060 - Elevator Operator	8.90
11090 - Gardener	12.53
11122 - Housekeeping Aide	9.24
11150 - Janitor	9.24
11210 - Laborer, Grounds Maintenance	10.63
11240 - Maid or Houseman	9.19
11260 - Pruner	9.60
11270 - Tractor Operator	11.50
11330 - Trail Maintenance Worker	10.63
11360 - Window Cleaner	10.26
12000 - Health Occupations	
12010 - Ambulance Driver	17.50
12011 - Breath Alcohol Technician	14.83
12012 - Certified Occupational Therapist Assistant	20.27
12015 - Certified Physical Therapist Assistant	20.27
12020 - Dental Assistant	13.49
12025 - Dental Hygienist	31.00
12030 - EKG Technician	22.41
12035 - Electroneurodiagnostic Technologist	22.41
12040 - Emergency Medical Technician	17.50
12071 - Licensed Practical Nurse I	13.18
12072 - Licensed Practical Nurse II	14.83
12073 - Licensed Practical Nurse III	16.48
12100 - Medical Assistant	13.56
12130 - Medical Laboratory Technician	15.05
12160 - Medical Record Clerk	13.88
12190 - Medical Record Technician	15.53
12195 - Medical Transcriptionist	13.56
12210 - Nuclear Medicine Technologist	32.47
12221 - Nursing Assistant I	8.95
12222 - Nursing Assistant II	10.07
12223 - Nursing Assistant III	10.99
12224 - Nursing Assistant IV	12.33
12235 - Optical Dispenser	14.83
12236 - Optical Technician	13.18
12250 - Pharmacy Technician	14.51
12280 - Phlebotomist	12.33
12305 - Radiologic Technologist	22.41



12311 - Registered Nurse I	18.43
12312 - Registered Nurse II	22.47
12313 - Registered Nurse II, Specialist	22.47
12314 - Registered Nurse III	27.19
12315 - Registered Nurse III, Anesthetist	27.19
12316 - Registered Nurse IV	32.58
12317 - Scheduler (Drug and Alcohol Testing)	18.29
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.59
13012 - Exhibits Specialist II	19.22
13013 - Exhibits Specialist III	23.49
13041 - Illustrator I	15.59
13042 - Illustrator II	19.22
13043 - Illustrator III	23.49
13047 - Librarian	21.35
13050 - Library Aide/Clerk	11.90
13054 - Library Information Technology Systems Administrator	19.22
13058 - Library Technician	11.17
13061 - Media Specialist I	13.88
13062 - Media Specialist II	15.59
13063 - Media Specialist III	17.29
13071 - Photographer I	13.88
13072 - Photographer II	15.70
13073 - Photographer III	19.43
13074 - Photographer IV	23.78
13075 - Photographer V	28.61
13110 - Video Teleconference Technician	13.88
14000 - Information Technology Occupations	
14041 - Computer Operator I	12.50
14042 - Computer Operator II	14.00
14043 - Computer Operator III	15.63
14044 - Computer Operator IV	17.69
14045 - Computer Operator V	19.61
14071 - Computer Programmer I	21.27
14072 - Computer Programmer II	26.27
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	24.45
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	12.50
14160 - Personal Computer Support Technician	19.33
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	23.85
15020 - Aircrew Training Devices Instructor (Rated)	27.62
15030 - Air Crew Training Devices Instructor (Pilot)	33.32
15050 - Computer Based Training Specialist / Instructor	23.85
15060 - Educational Technologist	32.20
15070 - Flight Instructor (Pilot)	33.32
15080 - Graphic Artist	22.34
15090 - Technical Instructor	17.53
15095 - Technical Instructor/Course Developer	21.45
15110 - Test Proctor	14.16
15120 - Tutor	14.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.81
16030 - Counter Attendant	8.81
16040 - Dry Cleaner	9.70
16070 - Finisher, Flatwork, Machine	8.81
16090 - Presser, Hand	8.81
16110 - Presser, Machine, Drycleaning	8.81
16130 - Presser, Machine, Shirts	8.81

16160 - Presser, Machine, Wearing Apparel, Laundry	8.81
16190 - Sewing Machine Operator	10.01
16220 - Tailor	10.29
16250 - Washer, Machine	9.11
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.08
19040 - Tool And Die Maker	22.27
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.68
21030 - Material Coordinator	18.52
21040 - Material Expediter	18.52
21050 - Material Handling Laborer	10.72
21071 - Order Filler	8.92
21080 - Production Line Worker (Food Processing)	13.68
21110 - Shipping Packer	11.39
21130 - Shipping/Receiving Clerk	11.39
21140 - Store Worker I	9.09
21150 - Stock Clerk	12.10
21210 - Tools And Parts Attendant	13.68
21410 - Warehouse Specialist	13.68
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.53
23021 - Aircraft Mechanic I	19.53
23022 - Aircraft Mechanic II	20.53
23023 - Aircraft Mechanic III	21.36
23040 - Aircraft Mechanic Helper	15.31
23050 - Aircraft, Painter	17.63
23060 - Aircraft Servicer	17.03
23080 - Aircraft Worker	17.88
23110 - Appliance Mechanic	18.59
23120 - Bicycle Repairer	8.43
23125 - Cable Splicer	19.53
23130 - Carpenter, Maintenance	18.75
23140 - Carpet Layer	17.59
23160 - Electrician, Maintenance	20.54
23181 - Electronics Technician Maintenance I	18.83
23182 - Electronics Technician Maintenance II	19.72
23183 - Electronics Technician Maintenance III	20.59
23260 - Fabric Worker	16.69
23290 - Fire Alarm System Mechanic	19.53
23310 - Fire Extinguisher Repairer	15.85
23311 - Fuel Distribution System Mechanic	22.58
23312 - Fuel Distribution System Operator	18.71
23370 - General Maintenance Worker	13.10
23380 - Ground Support Equipment Mechanic	19.53
23381 - Ground Support Equipment Servicer	17.03
23382 - Ground Support Equipment Worker	17.88
23391 - Gunsmith I	15.85
23392 - Gunsmith II	17.59
23393 - Gunsmith III	19.53
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.93
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.17
23430 - Heavy Equipment Mechanic	18.38
23440 - Heavy Equipment Operator	17.06
23460 - Instrument Mechanic	19.53
23465 - Laboratory/Shelter Mechanic	18.59
23470 - Laborer	10.72
23510 - Locksmith	18.54
23530 - Machinery Maintenance Mechanic	22.70
23550 - Machinist, Maintenance	19.53
23580 - Maintenance Trades Helper	13.71



23591 - Metrology Technician I	19.53
23592 - Metrology Technician II	20.53
23593 - Metrology Technician III	21.38
23640 - Millwright	19.53
23710 - Office Appliance Repairer	18.59
23760 - Painter, Maintenance	14.95
23790 - Pipefitter, Maintenance	21.07
23810 - Plumber, Maintenance	20.18
23820 - Pneudraulic Systems Mechanic	19.53
23850 - Rigger	19.53
23870 - Scale Mechanic	17.59
23890 - Sheet-Metal Worker, Maintenance	21.02
23910 - Small Engine Mechanic	17.59
23931 - Telecommunications Mechanic I	19.62
23932 - Telecommunications Mechanic II	20.48
23950 - Telephone Lineman	19.53
23960 - Welder, Combination, Maintenance	20.36
23965 - Well Driller	19.53
23970 - Woodcraft Worker	19.53
23980 - Woodworker	15.85
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.60
24580 - Child Care Center Clerk	13.26
24610 - Chore Aide	8.15
24620 - Family Readiness And Support Services Coordinator	11.53
24630 - Homemaker	14.77
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	16.66
25040 - Sewage Plant Operator	14.89
25070 - Stationary Engineer	16.66
25190 - Ventilation Equipment Tender	12.31
25210 - Water Treatment Plant Operator	14.89
27000 - Protective Service Occupations	
27004 - Alarm Monitor	10.89
27007 - Baggage Inspector	9.68
27008 - Corrections Officer	16.73
27010 - Court Security Officer	16.73
27030 - Detection Dog Handler	10.89
27040 - Detention Officer	16.73
27070 - Firefighter	16.73
27101 - Guard I	9.68
27102 - Guard II	10.84
27131 - Police Officer I	18.66
27132 - Police Officer II	19.59
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.25
28042 - Carnival Equipment Repairer	12.71
28043 - Carnival Equipment Worker	10.12
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.06
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	10.09
28515 - Recreation Specialist	16.35
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	15.86
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.59
29020 - Hatch Tender	17.59
29030 - Line Handler	17.59
29041 - Stevedore I	16.69
29042 - Stevedore II	18.59
30000 - Technical Occupations	

30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	13.86
30022 - Archeological Technician II	15.28
30023 - Archeological Technician III	19.69
30030 - Cartographic Technician	18.56
30040 - Civil Engineering Technician	18.51
30061 - Drafter/CAD Operator I	13.92
30062 - Drafter/CAD Operator II	16.70
30063 - Drafter/CAD Operator III	17.35
30064 - Drafter/CAD Operator IV	20.52
30081 - Engineering Technician I	12.08
30082 - Engineering Technician II	15.27
30083 - Engineering Technician III	17.58
30084 - Engineering Technician IV	19.69
30085 - Engineering Technician V	26.64
30086 - Engineering Technician VI	32.43
30090 - Environmental Technician	18.46
30210 - Laboratory Technician	18.19
30240 - Mathematical Technician	18.51
30361 - Paralegal/Legal Assistant I	14.86
30362 - Paralegal/Legal Assistant II	18.46
30363 - Paralegal/Legal Assistant III	22.51
30364 - Paralegal/Legal Assistant IV	27.24
30390 - Photo-Optics Technician	18.51
30461 - Technical Writer I	18.56
30462 - Technical Writer II	23.16
30463 - Technical Writer III	28.04
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	17.29
Surface Programs	
30621 - Weather Observer, Senior (see 2)	18.51
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.88
31030 - Bus Driver	13.41
31043 - Driver Courier	11.68
31260 - Parking and Lot Attendant	8.53
31290 - Shuttle Bus Driver	12.62
31310 - Taxi Driver	10.96
31361 - Truckdriver, Light	12.62
31362 - Truckdriver, Medium	13.52
31363 - Truckdriver, Heavy	15.25
31364 - Truckdriver, Tractor-Trailer	15.25
99000 - Miscellaneous Occupations	
99030 - Cashier	8.32
99050 - Desk Clerk	10.01
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	11.88
99252 - Laboratory Animal Caretaker II	12.83
99310 - Mortician	22.74
99410 - Pest Controller	11.35
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	9.81
99711 - Recycling Specialist	11.77
99730 - Refuse Collector	9.00
99810 - Sales Clerk	10.72
99820 - School Crossing Guard	9.00
99830 - Survey Party Chief	12.58



99831 - Surveying Aide	10.96
99832 - Surveying Technician	15.00
99840 - Vending Machine Attendant	11.82
99841 - Vending Machine Repairer	14.24
99842 - Vending Machine Repairer Helper	12.02

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.50 per hour or \$140.00 per week or \$606.67 per month

VACATION: 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 3 weeks after 5 years; and 4 weeks after 10 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).



2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

#### \*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\*

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies



as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.



Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.